



Town of Exeter, NH
Human Services Office
10 Front Street
Exeter, NH 03833
603-773-6116

The following documentation/verifications are required for you to bring to any appointment scheduled for you with the Welfare Administrator. Failure to provide this verification/documentation may cause any assistance to be delayed or denied. Please, call the phone number listed above if you have any questions.

- ☐ Completed Application Form; read, sign & date "Responsibilities of the Applicant/Client" in this packet.
- ☐ One identification for each household member (Driver's License, Birth Certificate, Social Security Cards, etc.)
- ☐ Last four weeks' pay-stubs or other proof of net wages on ALL employed household members. If you do not have 4 weeks of pay stubs, provide a statement from the employer(s) that includes the date of hire, start date, hourly rate, hours per week, pay schedule, contact name & phone number.
- ☐ Verification of any unearned income; includes, but is not limited to: Aid to Need Blind, Aid to the Permanently and Totally Disabled, Old Age Assistance, Childcare, Temporary Aid to Needy Families, Emergency Assistance, Social Security benefits for all household members, Child Support, and any loans or assistance from family or friends.
- ☐ If you are unemployed, verification that you have applied for or are receiving Unemployment Compensation.
- ☐ Documentation of divorce, custody/child support and/or restraining orders.
- ☐ If you are applying for rental or utility assistance, the Rental/Residency Verification Form (the last page of this packet) **MUST BE FILLED OUT BY THE LANDLORD**. This office will arrange for your Landlord to complete an IRS W9, if needed.
 - ☐ Apartments and houses - Notice to Quit / Demand for Rent
 - ☐ For motels & hotels – provide invoice of last paid amount , plus a signed contract from motel/hotel
- ☐ Last 4 weeks of receipts and proof of bills paid. Written statement or a combination of receipts & statement accepted.
- ☐ Bills currently due, any disconnect notices, eviction papers.
- ☐ If you share a house/apartment with a roommate(s), statement outlining division of expenses.
- ☐ Verification of injury or illness – Doctor's note, if appropriate to your situation.
- ☐ Current 30-day activity report/s for all checking and savings accounts in the household; as well as bank verification of account balances within 48 hours of the appointment
- ☐ Lease Agreement
- ☐ Other _____